

DEPARTMENT OF MILITARY AFFAIRS  
STATE HUMAN RESOURCES  
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Non-Competitive Appointment of Disabled Veterans  
SECTION: Recruitment

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I. PRACTICE

A. Statement of Policy and Purpose

Section 230.275, Wis. Stats., authorizes a state agency the ability to appoint an eligible disabled veteran with a service connected disability of at least 30% to any position in the classified service for which they are qualified, without competition. The process is permissive, not mandatory.

The Wisconsin Department of Military Affairs (DMA) will utilize the provisions for appointing eligible veterans on a non-competitive basis to the fullest extent practical.

Targeted recruitment efforts limited to eligible disabled veterans may be undertaken, as appropriate, without opening the position to other external applicant pools. In all instances, consistent with Wisconsin Civil Service Law, the goal is to hire “competent personnel who will furnish state services to citizens as fairly, efficiently and effectively as possible.”

State Human Resources (SHR) is responsible for managing the non-competitive appointment process, including ensuring compliance with statutory requirements and policies promulgated by the Office of State Employment Relations (OSER) and preparing periodic reports on usage.

DMA must notify the Administrator, Division of Merit Recruitment Selection, OSER, in writing when a permanent classified position is filled with a disabled veteran on a non-competitive basis.

B. Eligibility

The DMA may appoint a disabled veteran to a vacant position in classified civil service on a non-competitive basis only if all of the following conditions apply:

1. The disabled veteran has served in the US armed forces and is included on the US armed forces permanent disability list with a disability rating of at least 30%, or the disabled veteran has been rated by the US Department of Veterans Affairs as having a compensable service connected disability of at least 30%.
2. The disabled veteran presents to SHR written documentation from an appropriate department of the federal government certifying the existence and extent of the disability. This certification must have been issued within the year preceding appointment.
3. DMA determines that the disabled veteran is qualified to perform the duties and responsibilities of the position.

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4. The disabled veteran does not hold a permanent position in state service or have mandatory restoration rights to a permanent position.

## II. PROCEDURE

### A. General

1. Consistent with eligibility criteria as outlined in I.B above, and after satisfying posting requirements with the State's Employee Referral Service in II.B.2 below, a qualified disabled veteran may be appointed to a permanent position without announcing the position or otherwise opening to other applicants. A candidate applying under this provision must follow II.A.7 below.
2. DMA will not maintain a resume bank for non-competitive appointment requests. Individuals who express interest in non-competitive appointment will be referred to <http://WISC.JOBS> and the [DMA State Employment Opportunities](#) web page.
3. DMA will not accept referrals or lists of referrals from third parties. Individuals will need to apply for specific job opportunities on their own.
4. SHR will provide a link on DMA's State Employment Opportunities web page with job postings for this veteran application pool. <http://dma.wi.gov/dma/shr/vets.asp>
5. These job postings will appear for a minimum of five working days. Veterans are encouraged to monitor this site frequently to stay abreast of opportunities.
6. The job postings will include contact information, application instructions, and a deadline date, along with a brief description of the position's duties and responsibilities; job knowledge, skills, and abilities; and minimum qualifying criteria.
7. A veteran who applies for a position through the non-competitive appointment process must submit the following to receive consideration:
  - Documentation of eligibility as indicated above in Sect. I (B)(1)&(2),
  - Copy of DD214,
  - Resume,
  - Employer references with contact information, and
  - Letter of interest referencing the specific position of interest and a brief description of training and experience that qualifies the veteran for the position, in relation to the information provided in the job posting.

### B. Targeted Recruitments

1. Targeted recruitments are those that limit the application pool to qualifying disabled veterans without opening the position to other external applicants.
2. Targeted recruitments will only occur after the vacancy is posted to at-risk or laid-off state employees by way of the state's Employee Referral System.
3. Targeted recruitment postings may occur following or concurrently with transfer postings for current DMA employees.

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4. If a targeted recruitment is deemed appropriate, SHR will initiate contact with various veterans' services offices to share job postings for dissemination to eligible clients.

C. Employment Consideration for Qualifying Veterans

1. Veterans who are eligible for employment consideration, in accordance with Section I.B, and who submit the required application materials according to II.A.7, will be assessed by SHR and the hiring supervisor to determine if they meet the minimum requirements of the position.
2. Veterans who meet the minimum requirements will receive further consideration in the selection process, which is typically an employment interview. Every qualified veteran applying for a specific position will be referred for further consideration.
3. The hiring supervisor must adhere to the uniform procedures for interviewing and selecting candidates set forth by SHR. At the discretion of the Human Resources Manager, certain requirements may be waived to expedite the hiring process.
4. Depending on the outcome of the screening process and any subsequent interviews, additional targeted recruitment activities may be undertaken (and a new application deadline established) and/or a decision may be made to initiate an open recruitment. If not already interviewed, qualified veterans may be referred for subsequent interviews along with candidates from an open recruitment.

Questions regarding this bulletin can be referred to SHR at (608) 242-3153 or by email to:  
[DMASHRFeedback@Wisconsin.Gov](mailto:DMASHRFeedback@Wisconsin.Gov).